

Code of Conduct for Fire Industry Association Meetings

This Code of Conduct is designed to ensure that all meetings of the Fire Industry Association (FIA) are conducted in a professional, respectful, and productive manner. It is inspired by the principles outlined in the Institute of Directors (IoD) Code of Conduct for Directors. It shall be the responsibility of the Chair of each group to ensure that all participants adhere to the principles set out below.

Please note in attending FIA meetings participants are agreeing to conform to (FIA) policy to comply with the Enterprise Act 2007. The meetings are convened and being held in accordance with the Memorandum and Articles of Association of the (FIA) and regulations made by the Association. The Association has put in place procedures to ensure compliance with all relevant competition laws and this meeting is subject to those procedures.

1. Respect and Professionalism

- All participants are treated with respect and courtesy.
- Interruption of others while they are speaking is avoided.
- Professional language and tone is used at all times.

2. Punctuality

- Arrive on time for meetings.
- Notify the organiser in advance where possible if you will be late or unable to attend.

3. Preparation

- Review the agenda and any relevant documents before the meeting. The agenda should be made available not less than 2 weeks before the meeting.
- Be ready to discuss the topics on the agenda.

4. Participation

- Actively participate in discussions.
- Listen attentively and consider others' viewpoints.
- Avoid dominating the conversation.

5. Confidentiality

- Respect the confidentiality of sensitive information discussed in meetings.
- Do not share confidential information outside the meeting without permission.

6. Constructive Feedback

- Provide feedback in a constructive and respectful manner.
- Focus on the issue, not the person.

7. Technology Etiquette

- Microphones are muted when attendees are not speaking in virtual meetings.
- Avoid multitasking during the meeting, that is not directly related to the subject being discussed in the meeting.

8. Follow-Up

- Complete any assigned tasks or action items in line with dates agreed.
- Follow up on any unresolved issues from the meeting.

Guidance for Participants

- **Respect for Others:** Treat all participants with respect and courtesy. Listen attentively and avoid interrupting others.
- **Active Engagement:** Participate actively in discussions and consider others' viewpoints.
- **Raising Issues:** If you feel aggrieved or have concerns, raise them respectfully during the meeting or privately with the Chair after the meeting.

Guidance for the Chair

- **Leading by Example:** Model the behaviour expected from all participants, including respect, professionalism, and fairness.
- **Facilitating Discussion:** Ensure that all participants have an opportunity to speak and that discussions remain respectful and on-topic.
- **Addressing Issues:** Provide a mechanism for participants to raise issues or concerns. Address these issues promptly and fairly, ensuring confidentiality where necessary.
- **For information.** The FIA will record the meeting for the purpose of writing up accurate minutes which are the formal and final account of this meeting. Those recordings are then deleted. As detailed in the GDPR rules on data anyone intending to create a private recording of any part of this meeting must inform the meeting of the specific purpose of the recording and obtain unanimous and specific consent of all individuals present at the meeting. It is an offence to make such conversations public without the participant's consent in the conversation. Consent, if needed, will be recorded in these minutes as evidence. This meeting

needs to have the freedom to hold honest and frank debate to reach conclusions on issues without individuals being fearful that an opinion might be publicly revealed as a result of another's private recording.

If any meeting member is intending to create a private recording of any part of this meeting, then they must state that intention at the beginning and explain the specific purpose of them doing so. A reminder that it is an offence to make such conversations public without the participant's consent in the conversation.

- Ensure that all in attendance confirm they are aware of the FIA's Code of Conduct for meetings and will comply to them.

Mechanism for Raising Issues

- **During the Meeting:** Participants can raise concerns respectfully during the meeting. The Chair should ensure these concerns are addressed appropriately.
- **After the Meeting:** Participants can raise issues privately with the Chair after the meeting. The Chair should provide a confidential and respectful environment for discussing these concerns. If necessary, further guidance and support for the Chair of any meeting, when addressing grievances, can be obtained by contacting the General Manager of the FIA
- **Formal Process:** Should the grievance not receive a satisfactory resolution then then the FIA's "Member's Complaints Procedure" should be followed.

Implementation Tips

- **Communicate Clearly:** Ensure all members are aware of the code of conduct and understand its importance.
- **Lead by Example:** Leaders and organisers should model the behaviour expected from all participants.
- **Review Regularly:** Periodically review and update the Code of Conduct to ensure it remains relevant and effective.

Reference to IoD Code of Conduct

This Code of Conduct for FIA meetings is inspired by the IoD Code of Conduct for Directors, which emphasises principles such as leading by example, integrity, transparency, accountability, fairness, and responsible business practices.

By adhering to these principles, we aim to foster a meeting environment that is respectful, productive, and aligned with the highest standards of professional conduct.